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ODP-81-033
9 January 1981

MEMORANDUM FOR: See Distribution

FROM : [REDACTED]
Policy and Plans Group, Management Staff, ODP

SUBJECT : ADP Procurement Seminar

1. The Offices of Data Processing and Logistics will again sponsor a two day ADP seminar for Agency staff employees on procurement of ADP equipment and services. A proposed agenda for the two day session is attached. The seminar will be conducted by [REDACTED] and will be held at [REDACTED] (approximately 1 mile inside the Beltway) from 0900 to 1630, on 27 and 28 January 1981. There will be no fees charged for your attendees to this course.

2. By 21 January 1981, please send me the names, office designation, and extension of the staff employees from your component, in priority order who are interested in attending the seminar. (Names submitted previously should be resubmitted). No Agency transportation is planned at this time, but carpools are encouraged. If any attendees are interested in carpooling, please also submit the area where they live. We will contact those from the same areas, and provide a list of potential carpool members.

3. We plan to limit the class size to approximately 30 people and hope to have a good cross-section of Agency components represented in the seminar. If you have any questions, please contact the undersigned on

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Attachment: a/s

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Deputy Director for Applications, ODP
Deputy Director for Processing, ODP
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CIA ADP Procurement Seminar

1. Background

- A. The Brooks Act and the role of Congress, OMB, GSA, Department of Commerce and the Agency.
- B. The Hierarchy of Regulations
FPR, FPMR's, DAR
- C. Preparatory Studies
A-76
A-109
- D. The Hierarchy of Supply Sources 2 hours
Excess
Sharing
Mandatory Requirements Contracts

2. Relationships Between Different ADP Functions

- A. Role of the Contracting Officers, Technical Staff and Vendor Personnel.
- B. Obligations and Authority of all parties Involved in ADP Procurement.
- C. Conflicting Goals of Various Personnel and Possible Problem Areas. $\frac{1}{2}$ hour

3. Requirements and Specifications

- A. Presenting Requirements
Life Cycle Approach
Options
Mandatory Requirements
Trade Offs
- B. Workload or Performance Specifications.
- C. Conversion
- D. Benchmarks
- E. Hardware Augmentations
- F. Systems Software development
- G. Facilities Management 5 $\frac{1}{2}$ hours

4. General Contracting Factors
 - A. Type of Contract (Fixed Price/Cost)
 - B. Type of Procurements
 - Competitive
 - Sole Source
 - C. Use of Non-Mandatory GSA/ADP Schedules
 1. Hardware, Software Maintenance
 2. Teleprocessing Services
 3. Small Purchase Procedures1 hour
5. Contract Methods
 - A. Competitive
 - B. Use of RFP's - Standard, Other
 - C. Sole Source
 - Justification and Basis
 - Necessary Elements
 - Unacceptable Rationale
 - D. Unsolicited Proposals1 hour
6. Negotiation of contracts
 - A. Discussion with Vendors
 - When Permitted
 - By Whom.
 - B. Conformance of Proposals with RFP Requirements
 - C. Amendments of RFP1 hour
7. Evaluation of Criteria
 - A. Lowest Overall cost
 - Price
 - Lease vs Purchase
 - Cost Pricing
 - Residual Value
 - Government Costs
 - Use of ADP Fund
 - B. Other Factors
 - Technical1 hour

8. Vendor Perception

A. The RFP

B. Benchmarks

C. Gamesmanship

$\frac{1}{2}$ hour

9. Problems and Trends

A. Common Causes of Protests

B. Federal Information Processing Standards

C. Federal Acquisition Regulations Status $\frac{1}{2}$ hour

D. OMB Circular A-120 - Consulting Services

E. Minority Subcontracting Plans